



ALL PAKISTAN MEMON FEDERATION I.T COMMITTEE



CERTIFIED OFFICE PROFESSIONAL
BEGINNER TO ADVANCE COURSE
WITH CISCO INTERNATIONAL CERTIFICATE
AND M.O.S. PREPARATION



MS WORD



ADVANCED EXCEL



MS POWER POINT



MS EXCEL



I.T ESSENTIAL



UPDATE YOUR SKILLS WITH LATEST TECHNOLOGIES

CERTIFIED ACADEMY



1 MS WORD OUTLINE

- Using Outline View & Styles
- Creating a Table of Contents
- Working with Headers & Footers
- Using Footnotes & Endnotes
- Inserting Graphics & SmartArt
- Working with Drawing Objects
- Using Newsletter-style Columns
- Using Chart Creation Features
- Working with Table & Formula
- Using Templates
- Customizing Word Preferences
- Working with Lists
- Using Macros
- Using Mail Merge / Using Forms

2 MS POWER POINT OUTLINE

- Creating presentations
- Creating and using Tables and charts
- Preparing and printing presentations
- Slide masters and transitions
- Editing Presentation Masters
- Exporting Outlines and Slides
- Editing Notes and Handout Masters
- Applying Special Effects
- Setting Up the Slide Show
- Action buttons and equations
- Expanding a Slide Show
- Presenting to a Wider Audience
- Using SmartArt / Inserting a Photo Album
- Sound, Animation & Movies

3 MS EXCEL OUTLINE

- Introduction to Excel Screen
- Customizing Excel
- Data Management tools
- Formatting tricks
- Excel Table & Structure References
- Data Protection & Security techniques

 Filter & Advanced Filter

 Name Manager & its Application

 Introduction to Formula & Functions

 Working with Formula & Functions

 Introduction to Charting

 Working with Charts

4 ADVANCE EXCEL OUTLINE

 Advanced Formula & Functions

 Advance Charting Techniques & Tricks

 In-Cell Charts with Sparklines

 Advance Linking tools

 Consolidating Data

 Pivot Table & Pivot Charts

 Working with Slicer & Timelines

 Working with Macros

 Introduction to Dashboard Reporting

 Dashboard Creation

5 I.T. ESSENTIAL BY CISCO

 Installing and Configuring PC Component

 Troubleshooting and Preventive Maintenance

 Advanced PC Troubleshooting

 Portable Computer Fundamentals

 Maintaining and Repairing Portable Computers

 Major Windows Structures (OS Windows 7/Linux)

 Optimizing Operating Systems

 Safety, Environment, and Customer Issues

 Basic OS Troubleshooting and Maintenance

 Printers and Scanners usage

 Troubleshooting Printer Problems basic issues

 Wide Area Networking

 Network Troubleshooting

 Security

 Safety and Environmental Issues

 Professionalism and Communication




INFORMATION

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FORM COLLECTION AND SUBMISSION TIMING

Monday to Saturday 3:00 pm to 10:00 pm

Sunday 11:00 am to 3:00 pm

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